

ACCOUNTANT - MUNICIPALITY

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of accounting, auditing, budgeting, and related record keeping duties in a municipality. Duties may include assisting in preparation and maintenance of the annual municipality budget, as well as preparation of various financial reports, supporting schedules and exhibits. Work is performed under general direction of the Town Supervisor, Village Mayor or other administrative person, with wide leeway for carrying out job duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Examines and corrects, or recommends corrections to, accounting records and procedures to conform to town policy, state and federal requirements;

Examines and corrects, or recommends corrections to, the work of clerical and account clerk staff engaged in accounting, bookkeeping, and payroll procedures for the municipality;

Makes adjusting and closing journal entries to ledger and journal accounts, takes trial balances, and reconciles bank statements or accounts;

Examines records of receipts and expenditures;

Prepares financial and statistical reports, supporting schedules and exhibits;

Provides assistance or recommendations in preparing the municipality's budget, payrolls, and other business reports as needed;

Examines balances in all municipality reports to determine overdrawn accounts, accounts with excess balances, etc.;

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Examines account reconciliations;

Provides assistance to the persons with fiduciary duties to assist them in carrying out their responsibilities;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of current accounting, fiscal, and auditing procedures and techniques, thorough knowledge of fund accounting, budgeting, and appropriations practices; thorough knowledge of business arithmetic; good knowledge of office terminology, procedures, and equipment; ability to accurately prepare and thoroughly comprehend complex financial reports and statements; ability to give and follow complex oral and written directions; ability to plan and supervise the work of others; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting or business, or a related field, and one year of accounting experience or auditing experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 12/06/00

Jurisdictional Class: Competitive

Public Hearing: N/A

.NYS Civil Service Commission Approval: N/A

Revised in SC Personnel Classplan 10/24/19

Revised and Replaced in Classplan: 10/3/2022

Revised and Replaced in Classplan: 9/27/2024 (Edu)